



STATE OF WASHINGTON
HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way • PO Box 43430 • Olympia, Washington 98504-34310 • (360) 753-7800 • www.hecb.wa.gov

DATE: March 12, 2009

TO: Student Employment Administrators
Financial Aid Administrators

FROM: Jeffrey Powell, Assistant Director JNP

SUBJECT: 2009-2010 STATE WORK STUDY INCENTIVE GRANTS – APPLY NOW TO FUND NEXT YEAR'S IDEAS!

You can apply now for a grant to improve the State Work Study (SWS) program on your campus in 2009-10. **Completed applications are due no later than Friday, May 1, 2009.** We will notify grant recipients of their awards no later than July 1, 2009. The HECB will consider all grant fund proposals, as long as funds do not supplant current institutional administrative support.

The HECB administers the SWS program in the context of the Board's major goals for a strong higher education system that improves Washington's long-term economic health and strengthens the connection between students' education and their careers. This year the HECB will focus on proposals with an emphasis in the following subject areas:

- ◆ **High Demand Placements.** Development of SWS placements targeted at high-demand fields based on:
 - State and/or local goals
 - Documented needs of the local area
 - An emphasis on placement creation in technology, math, science, health care, and education
- ◆ **Increasing Off-Campus Placements.** Proposals focusing on improvements in the off-campus component of the institution's SWS program in the following areas will be considered:
 - Employer outreach and recruitment
 - Increasing the number and range of off-campus SWS placements
 - Student education on the value of off-campus work experience
 - Resume writing and job search skills workshops
- ◆ **Enhancing Career/Academic Relevance of SWS Placements.** Develop SWS policies and procedures within your office that:
 - Establish stronger screening methods to evaluate job descriptions
 - Identify and return job descriptions that do not clearly indicate required skills and/or duties
 - Market SWS job experiences as critical advantages for graduates
 - Encourage students to seek out the most challenging job possible rather than one based on convenience
- ◆ **SWS Marketing Efforts.** Institutional feedback and student interviews indicate the following trends:
 - Parents are discouraging their children from working while in college
 - Students are thinking short-term – declining SWS awards in favor of maximizing their current revenue by taking loans and earning money from other jobs

In response, there is a need to educate both groups on the value of SWS and market the opportunities the program provides, namely:

- Strong wages
- Career-related experience that builds resumes
- Earnings that do not negatively impact future financial aid eligibility

As you know, an institution can achieve this outreach through development and distribution of publications which describe the advantages of SWS as a financial aid resource.

- ◆ **Revamping Student and Supervisor Orientations/Training.** Improvements in orientations focused on:
 - Promoting SWS as an opportunity for students to gain resume building experience in their career field before graduation
 - Emphasizing basic employment skills and successful behaviors for students
 - Employer/supervisor responsibility for mentoring, supervision, providing challenges, advancement, and acknowledgement for their student employees
- ◆ **Technology Efficiencies.** Improvements in web-based computer systems and software focused on the following areas and including operational timelines will be considered:
 - SWS job postings
 - Tracking of SWS earnings
 - Managing and reporting SWS expenditures
 - SWS program surveys
- ◆ **Collaborative Efforts.** We strongly urge you to jointly plan and execute a grant proposal with other institutions, perhaps in the same sector or same geographic area. Some areas to consider are:
 - A joint placement program for students in targeted high demand majors
 - A regional advertising and outreach campaign to reach new employers
 - Regional job fairs
 - Development of Best Practices documentation on SWS program administration

Grant Amounts

Apply for what is needed to fund the proposal. Grants made to individual schools typically range between \$2,500 and \$5,000. Proposals from a consortium of schools can be considered for larger amounts. Reimbursement under this agreement is limited to direct costs only. No reimbursement will be made for the institution's indirect costs.

Application Procedures

Applications are to be submitted on the *SWS Incentive Grant Application Form* (attached to email). The application must be fully completed and accompanied by an itemized budget of proposed expenditures.

Application Deadline

To be accepted for consideration, **proposals must be received by Friday May 1, 2009.** We plan to make **official notification of awards no later than Wednesday July 1, 2009.**

Method of Payment

Institutions or consortia selected to receive funding will be provided an agreement or contract for the amount of the grant. Payments can be made on a periodic but reimbursement only basis. The Board must receive final invoices **no later than Friday June 25, 2010.**

Outcome Reports

Outcome reports are due no later than Friday June 25, 2010 using the *Incentive Grant Outcome Form* (attached to this email). As indicated, the outcome report must contain a detailed description of what occurred as a result of receiving the grant and how SWS was impacted in the process. Please see the form for more details.

Need Inspiration? Have Questions?

This is your opportunity to make a real difference in the quality of the SWS program. I am available at (360) 704-4150 to talk over ideas for applications and guide you through the process. If I am not available, feel free to call Heather Bertels at (360) 753-7829 who can also help you on any aspect of the process.

Thank you in advance for your creative approaches to improving the quality of SWS for our students. They are truly a great incentive for finding more effective means of program operation!

Jeffrey Powell
Assistant Director
(360) 704-4150
jeffreyp@hecb.wa.gov

**Higher Education Coordinating Board
Washington State Work Study Program**

INCENTIVE GRANT APPLICATION FORM – DUE 5/1/09

Grant Year:_____ 2009-10_____

Date Submitted:_____

Name of School:_____

Name of Contact:_____

Address:_____

Contact Phone Number:_____

Federal ID Number:_____

Email Address:_____

AMOUNT OF GRANT REQUESTED. *Attach an itemized budget and expenditures plan. List all expenditures for equipment as separate line items.*

TIMELINE FOR COMPLETING THE GRANT BY JUNE 30. *Attach an itemized timeline. Include specifics for each stage of the proposal.*

NATURE AND PURPOSE OF THE GRANT. *Describe what you intend to do and how you intend to do it. Use additional sheets if necessary.*

IMPACT OF THE GRANT. *How will the SWS Program be impacted as a result of receiving this grant? Be specific.*

RELATIONSHIP OF THE GRANT PROPOSAL TO THE BOARD'S CURRENT MASTER PLAN. *Describe how the proposed activities relate to the HEC Board's Master Plan.*

JOINT PROPOSAL BENEFITS. *If this is an application for a joint proposal with other school/s or if you intend to engage in activities that will specifically benefit several schools, Specify which schools will benefit and how they will benefit. Be specific.*

PUBLICATIONS AND/OR RESEARCH REPORTS. *Do you expect to produce any publication as a result of the grant such as a brochure, article or advertisement? Do you expect to conduct a research?*

NATURE OF AUTOMATION SOUGHT? *If your grant proposal includes the acquisition of and/or training for an automated product, indicate the product, describe the nature and name of the product. Include a realistic timeline for it becoming fully operational on your campus.*

RESULTS. *Predict minimum expectations on the impact of this grant, including assessment goals, and a clear definition of what “product” will be derived (such as, the number of new off-campus placements created/new employers participating, the number of job description workshops held and attendance goals, etc).*

INSTITUTIONAL SUPPORT. *Please provide the rationale as to why this grant request should be funded by the Higher Education Coordinating Board rather than through institutional funding?*

I hereby affirm on behalf of _____, the institution receiving this SWS Incentive Grant, that no funds from this grant will be used to supplant budgeted institutional support. I further consent to the release of any information contained herein or on any other report and/or attachments submitted in regard to this request for funds to be used at the Higher Education Coordinating Board's discretion.

SIGNATURE

TITLE

PRINT NAME

TELEPHONE NUMBER / EMAIL

APPLICANT'S SUPERVISOR:

SIGNATURE

TITLE

PRINT NAME

TELEPHONE NUMBER / EMAIL

This Incentive Grant proposal is made with the full support of the following key partners/related offices:

OFFICE

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